



CANNON BUILDING
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STATE OF DELAWARE
MANUFACTURED HOME INSTALLATION BOARD

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PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, October 12, 2015 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES FOR APPROVAL:	January 11, 2016

MEMBERS PRESENT

Keith Rudy, President
Richard Snyder, Vice President
Kevin Reinike, Professional Member
John Starke, Professional Member
Dean Pierson, Professional Member
Barbara Williams, Public Member
Valarie Lacey, Public Member
Margaret Harper, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Kevin Maloney, Deputy Attorney General
Sandra Wagner, Administrative Specialist III

MEMBER ABSENT

ALSO PRESENT

Gina Schulties

CALL TO ORDER

Mr. Rudy called the meeting to order at 9:00 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the August 10, 2015 meeting. Mr. Starke made a motion to approve the minutes, seconded by Ms. Harper. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

Update on other Jurisdiction training

The Board is looking to have initial training and continuing education with surrounding states be acceptable to Delaware; however before that can be accomplished research needs to be done to find out if this is even something the Board could do. Mr. Starke is going to follow up with Mr. Mike Henretty from Maryland to find out the specifics of the HUD training in Maryland. The Board would like to see if they could allow someone to take a course, get certificate of completion, and get licensed in Delaware after taking the Maryland course. Ms. Wagner will contact Jenn Allen from the First State Manufacture Home Installation and see if she has

found anything out about continuing education. This discussion will continue into January's meeting and maybe even have Mr. Henretty attend the meeting.

NEW BUSINESS

Ratification of Inspector Applications

Ms. Harper made a motion, seconded by Mr. Snyder, to ratify the application of Douglas Burns by examination as a Manufactured Home Inspector. By unanimous vote, the motion carried.

Ms. Harper made a motion, seconded by Mr. Snyder, to ratify the application of Robert Roth by examination as a Manufactured Home Inspector. By unanimous vote, the motion carried.

Review of Inspector Application

Mr. Reinike made a motion, seconded by Mr. Starke, to approve the application of Michael Van Orden by examination as a Manufactured Home Inspector. By unanimous vote, the motion carried.

Complaint Status

There were no updates for complaints.

Meeting Schedule for 2016

The Board reviewed the 2016 meeting schedule.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

PUBLIC COMMENT

Ms. Schulties stated that as an inspector for Kent County she has been busy looking into complaints.

NEXT SCHEDULED MEETING

The next meeting is scheduled for Monday, January 11, 2016 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Snyder made a motion, seconded by Ms. Harper, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 9:23 a.m.

Respectfully submitted,



Sandra Wagner
Administrative Specialist III

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.